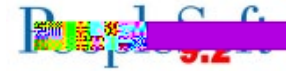


ASSET MANAGEMENT MONTHLY PROCESS CHECKLIST

For a list of common asset management queries and their descriptions, see the Asset Management Queries and Reports reference. The following processes can be run daily, weekly, or monthly. Depreciation Close should be run only once, when the institution is ready to close the month.

Step	Action	Description	Navigation	Completed
1.	Run the BOR_AM_ASSET_AP_TO_AM_LOAD Query	This query pulls voucher and receiver information from the Voucher Accounting Line table for any vouchers that are ready to be loaded into the AM module.	<i>Reporting Tools > Query > Query Manager</i>	
2.	Run the Receiver Interface Push Process (Process Name: PO_RECVPUSH)	This process is an optional process that loads receiver lines into the Pre-Interface table (INTFC_PRE_AM).	<i>Purchasing > Receipts > Process Receipts</i>	
3.	Run the Payables to Assets Interface Process (Process Name: INTFAPAM)	This process, which copies the voucher information from the selected vouchers, populates the Pre-Interface table in PeopleSoft Asset Management (INTFC_PRE_AM). It also sets the Asset		





9.	<p>Run the Transaction Loader Process (Process Name: AMIF1000)</p>	<p>This process reads data staged in the loader tables (INTFC_FIN and INTFC_PHY_A), populates Asset Management tables with the data, and then capitalizes the assets.</p>	<p><i>Asset Management > Send/Receive Information > Load Transactions > Load Transactions into AM</i></p>	
10.	<p>Review AM Interface Loader Tables</p>	<p>Once users run the Transloader process, please review the AM Interface Loader Tables (INTFC_FIN and INTFC_PHY_A) to verify that no Errors exist and that the status has changed (or updated, up to you) to Loaded. If Errors exist, you correct the errors. After correcting the errors, set the Load Status back to Pending and rerun the Transloader process.</p>	<p><i>Asset Management > Send/Receive Information > Interface Transactions > Review</i></p>	
11.	<p>Run the Depreciation Calculation Process (Process Name: AMDPCALC)</p>	<p>This process calculates the depreciation for an asset for its entire useful life based on the depreciation attributes selected for the asset: cost, salvage value, and useful life. This process must be run to account for every transaction that is performed on an asset. Transactions include ChartField transfers, cost adjustments, recategorizations, and life of asset changes.</p>	<p><i>Asset Management > Depreciation > Processing > Calculate</i></p>	

12. **Run the Accounting Entry Creation P on P**

